

# NEW HAMPSHIRE HOMELAND SECURITY & EMERGENCY MANAGEMENT

## 2015/2016

### EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

**Current Period of Performance expires 09/30/2017**

#### INFORMATION NEEDED **BEFORE** APPLYING

- ☐ Online grant application must be completed by someone authorized on behalf of the applying community/agency (fiscal agent for the grant).
- ☐ Your community/agency DUNS # - Look up or obtain here:  
<http://fedgov.dnb.com/webform/index.jsp?source=fedgov> AND ensure it is registered on SAM.gov and the status is "Active"
- ☐ Submit most current Independent Audit Report at the time of application located here:-  
[https://apps.nh.gov/blogs/hsem/?page\\_id=2068](https://apps.nh.gov/blogs/hsem/?page_id=2068)
- ☐ Primary & Secondary Point of Contact Information
- ☐ Electronic copy of your project quotes/proposals (PDF, JPG, PNG accepted formats) – *will be uploaded into the application.*
- ☐ Completed Local Match Accrual Form, if using soft and/or in-kind match.
- ☐ Completed Environmental & Historic Preservation (EHP) Review documentation, if applicable. The EHP Screening Form and guidance document/instructions can be found in HSEM's online Resource Center here: [https://apps.nh.gov/blogs/hsem/?page\\_id=419](https://apps.nh.gov/blogs/hsem/?page_id=419) - *will be uploaded in the application.*
- ☐ Completed NIMS Implementation Survey located here: [https://apps.nh.gov/blogs/hsem/?page\\_id=638](https://apps.nh.gov/blogs/hsem/?page_id=638)
- ☐ If purchasing interoperable communications equipment, please review the current SAFECOM Guidance for compliance. Questions on compliance may be referred to NH's Statewide Interoperability Coordinator at 603-223-8003.

#### A STEP-BY-STEP GUIDE...

- I. Go to the HSEM Website <http://www.nh.gov/safety/divisions/hsem/>
- II. Click the Resource Center logo on the far right of the Welcome screen.
- III. Click the **Emergency Management Performance Grant** ribbon on the Screen or go to: [https://apps.nh.gov/blogs/hsem/?page\\_id=225](https://apps.nh.gov/blogs/hsem/?page_id=225)
- IV. Complete all steps of the application, as applicable:
  1. Enter information about the requesting community, a point of contact, and an alternate point of contact.
  2. Project Summary Information
  3. Project Description/Scope of Work
  4. Match Summary
  5. Project Eligibility Checklist
  6. DHS Authorized Equipment (AEL) – Equipment Purchases, if applicable.
  7. Environmental & Historic Preservation (EHP) Compliance – for Equipment Purchases, if applicable.
  8. Communication Equipment Purchases, if applicable.
  9. Compliance Conditions
  10. Certification Page
- V. Click the **Submit** Button - **Confirmation emails will be sent to the listed Primary Point of Contact**



Resource Center Logo

**IMPORTANT – PLEASE READ:** Submittal of an application does **NOT** constitute approval of a grant award – applicants will be officially notified by the HSEM EMPG Program staff. Do **NOT** initiate your project (i.e., purchase/install equipment, or hold planning meetings) **until** you receive formal notification of a grant award.

**CONTACT THE EMPG PROGRAM VIA EMAIL [NHEMPGProgram@dos.nh.gov](mailto:NHEMPGProgram@dos.nh.gov).**